



TOWN OF SOUTHBOROUGH RECORDING CLERK POLICY

Board of Selectmen Approved: January 4, 2022
Effective Date: July 1, 2022

Goal: To develop a consistent and equitable regulation for Recording Clerk(s) supporting a number of boards, committees and commissions in the Town of Southborough.

Pay Rate: \$50.00 per meeting hour

Policy Stipulations: The pay rate listed in this policy is inclusive of the amount of time it may take to attend the meeting [either virtually or in person], as well as the time spent drafting and updating meeting minutes. The Recording Clerk will be paid this rate consistently. Meetings will be paid in thirty-minute increments [i.e. \$25.00 per half hour session].

Applicability: This policy shall apply to all permitting, executive and finance boards which compensate permanent minute takers, as follows:

Advisory Committee
Board of Selectmen
Conservation Commission
Master Plan [as needed]
Personnel Board
Planning Board
Zoning Board of Appeals